

**NOTICE OF VACANCY  
September 10, 2020**

**POSITION: Assistant Fire Chief – Operations**

**DEPARTMENT: Fire**

**SALARY: \$103,419.00 - \$138,126.00**

Statement of Duties: Position is responsible for the day to day operation of the fire suppression, EMS, and Special Operations Divisions (Technical Rescue, Dive Rescue, Teams) of the fire department. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the administrative direction of the Fire Chief, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; and may act as an independently elected official over a department. Consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee is responsible for the general supervision of one hundred and fifty-five (155) employees, including the service delivery, training, evaluation and disciplining of subordinates, budget development and control. Work operations are subject to frequent, abrupt, and unexpected changes in deadlines, and/or volume of work due to uncontrollable or unpredictable circumstances, e.g., police or fire emergencies, litigation. May have long-term, adverse impacts on the operation. A substantial number of employees are dispersed to many widely separated locations on a continuing basis.

Confidentiality: In accordance with public records law, employee has access to confidential personnel files, collective bargaining negotiations, criminal investigations, lawsuits, client records, and information of the department.

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive Judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

Accountability: Consequences of errors or poor judgment may include missed deadlines, delay or loss of service or payment, monetary loss, legal repercussions, personal injury, danger to public health/safety, and/or adverse public relations.

Work Environment: Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements, such as those listed above or constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety may be compromised such as Fire and Police personnel.

Nature and Purpose of Relationships: Duties involve constant contact with local, state and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. Employees must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations which may influence the well-being of the municipality.

Occupational Risk: Essential functions regularly present potential risk of injuries from improper exposure which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

Essential Functions:

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Serves as key member of the Incident Command Staff often in the role of Incident Commander at all emergency incidents from the 1st alarm level and greater.
2. Coordinates with Framingham Fire Department senior staff; Chief of Department, Fire Marshal and Training Deputy to achieve success in current goals while planning for long-term community needs protecting the citizenry and firefighters of the City of Framingham.
3. Focuses and develops departmental-training needs with lessons learned on the fire ground adapting and revising all applicable Standard Operating Guidelines.
4. Reviews, evaluates and monitors new apparatus, tools, personal protective gear used to promote firefighter safety and productivity applicable to National Fire Protection Association Guidelines (NFPA).
5. Investigates, counsels and disciplines all personnel issues adhering to Departmental Rules and Regulations, City Policies, Civil Service Rules and union contracts.
6. Reviews Daily Departmental Reports, cross-referencing information between Fire House Reporting (Fire Company Reports) and Keystone (Computer Aided Dispatch Reports) to ensure accuracy of information sent to the Massachusetts Fire Incident Reporting System (MFIRS).
7. Creates and analyzes reports from the Deputy Fire Chief's and Captains to project staffing levels, equipment needs and training programs.

8. Serves as department liaison to the Mass Fire Academy Recruit Training Program closely monitoring new Fire Recruits' progress; submits written evaluation and recommendations to the Chief of Department prior to completion of their probation period.
9. Coordinates with private ambulance provider's operations manager and field supervisors to deliver the highest level of pre-hospital medical care to the citizens of Framingham.
10. Represents the Chief of Department at City of Framingham Board meetings as well as local civic and community events.
11. Designated Fire District 14's Structural Fire Task Force Commander directing the safe operation of fire companies from (23) mutual aid fire departments at all large fires statewide.
12. Serves as CORI Administrator for the department coordinating background investigations for new employees following Civil Service hiring practices.
13. Initiates Civil Service Hiring process; conduct interviews, make written recommendations, follows through with orientation and oversees in-house recruit training.
14. Provides final review of all annual employee performance evaluations submitted by the Deputy Fire Chiefs and Company Officers.
15. Participates in the City's bargaining unit on Deputy Fire Chief and Firefighter contracts.
16. Participates with all union grievance hearings referencing Civil Service Rules and adopted past practices.

Recommended Minimum Qualifications:

Education and Experience: Must have a degree in Fire Science or related field, and more than twenty (20) years of firefighting experience, with continually progressive supervisory experience; or an equivalent combination of education and experience.

Special Requirements: A candidate for this position is required to be a Deputy Fire Chief or Fire Captain of the Framingham Fire Department at the time of posting, maintain a valid MA Class D Driver's License and Massachusetts EMT certification.

Schedule

Position has a normal work schedule of Monday-Friday 37.5 hours per week, except City holidays. The Assistant Chief is expected to be generally available during all off hours to respond and assume incident command and/or emergency department responsibilities, except pre-approved leave and excused absences.

Knowledge, Abilities and Skill

Knowledge: Must have extensive knowledge of firefighting operations, training procedures, and safety precautions.

Abilities: Must be able to respond appropriately to emergency situations, make quick lifesaving decisions in a fast-paced environment. Ability to understand and effectively interpret ideas, analyze information and prepare reports, manage budgets and personnel. Ability to effectively use computer programs, and access the internet to obtain information in support of department operations.

Skills: Skill in supervising and training staff, strong leadership and team-building skills, and effective written and verbal communication skills.

Physical and Mental Requirements

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

**Motor Skills:** Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in making repairs to delicate electronic instruments or complex equipment, conducting laboratory tests, performing microscopic experiments, administering injections, firing a gun, operating marine vessels, or operating Class B vehicles or safety vehicles at high speeds.

**Visual Skills:** Position requires routine reading of documents, computer screens, and reports for understanding. Color vision is required for this position.

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